

~~CONFIDENTIAL~~
~~CIA INTERNAL USE ONLY~~

Tab B

19 May 1960

MEMORANDUM FOR: Chief, Document Division

SUBJECT : Screening Operation

REFERENCE : Chief, Analysis Branch Memo of 12 May 1960

I. The following comments represent the Control Branch position regarding the statements in the referenced memorandum:

1. The code or nodex decision is a coding operation, but screening is more than that. The idea is to keep the material of limited value out of Analysis Branch, i.e., screening is also a dissemination function.

Even though there has been an apparent lack of some supervision of State dissemination, it is our opinion that close supervision of screening is equally important.

2. There is some (not much) more that can be done. All professionals must do some clerical work -- each function has a limit beyond which there is no practical benefit (and often a loss) realized by divorcing clerical and professional duties. (see paragraph 3)

3. a. Operation of the Screening activities necessitates a permanent supervisor and particularly if the screeners are rotated. It is our opinion that if screeners are rotated it should be for longer periods of assignment.

b. O.K.

c. Unit Chief or Section Chief? Former not familiar; latter does not have time.

STATE

1. Sort Out

- a. done
- b. done
- c. done
- d. good idea
- e. possible -- not fully tested
- f. O.K.

~~CIA INTERNAL USE ONLY~~~~CONFIDENTIAL~~

CIA INTERNAL USE ONLY

CONFIDENTIAL

2. done

3. done

DEFENSE

1. Sort Out

a. }
b. }
c. }
d. }
e. }

To sort out these items would result in a double screening and the volume is such that it would not be worth it. (see comments on paragraph 2).

f. done

g. done

h. agreed

i. O.K.

2. Count indexes -- O.K.

(Summary of additional clerical steps possible: State - 1.d. and possibly e.; Defense - 1.i. and 2). All told, this is not "much more".

d. Envelopes or piles -- either would best be done at screening.

4. Good idea

5. O.K.

6. O.K.

7. Was not a fair trial. (not that it matters). It has, in fact, been done in the past.

II. The Control Branch proposes the following possible solutions:

1. Set up a separate screening section with a permanent staff of four full-time people: A GS-11 Section Chief, a GS-9 screener, a GS-7 screener, and a GS-5 clerk. All screening and index dissemination to be done by this staff, including the one high caliber clerk whose responsibilities will be increased in accordance with experience and capabilities and who may eventually be eligible for advancement to the GS-7 or 9 positions. Although initially this staff would be selected from individuals experienced in State or Defense, eventually the three would become interchangeable and highly efficient. Because of the admitted relationship of screening to the Processing Section (receipt, sorting, numbering, batching, as well as physical location) it would be well to place this section in the Control Branch, as has been proposed in the past. However, the same organization could be established in the Analysis Branch.

CIA INTERNAL USE ONLY

CONFIDENTIAL

CIA INTERNAL USE ONLY. **CONFIDENTIAL**

2. An alternate proposal would be to detail three analysts (GS-9) and one clerk to screening full-time for six month periods. One of the three would be designated as "in charge". All screening and index dissemination would be done by these three, assisted by the clerk. The State Senior disseminator would be located with the regular disseminators (not at screening). All miscellaneous dissemination problems would be directed by the screeners to the appropriate senior disseminator (State, Defense, or Special). This plan has the following advantages:

- (1) The six month detail is intended to overcome the expected reluctance of analysts to accept a permanent screening assignment, while still realizing an efficiency gain by eliminating excessive rotation.
- (2) State dissemination would receive adequate supervision.
- (3) The analyst in charge (of screening) would have an excellent opportunity to indicate his supervisory abilities and broaden his experience. Screening would be a good proving ground for future seniors.

III. Summary

The screening operation has an important function in eliminating the great bulk of limited value reports from processing through the Analysis Branch. The Control Branch recognizes the relationship of this function to Processing Section functions and is prepared to assume the responsibility for administering "screening", given the slots with which to perform the job. As reflected in the foregoing paragraphs, there is a basic and positive disagreement with the Analysis Branch over the importance of close supervision of screening. Screening is a complicated function that must have close supervision. This could not be provided by the Chief of Processing Section unless there is an intermediate supervisor. There is further disagreement as to the practical benefits of separating certain clerical and professional duties. Two proposals are made herein; both lend themselves to organization of the screening operation as a separate unit within either branch. Both seek to incorporate the better ideas suggested by the Analysis Branch. Regardless of any organizational changes decided upon, the Processing Section is prepared to cooperate in effecting any worthwhile proposals for streamlining procedures.

/s/ 25X11A9a

Chief, Control Branch

CIA INTERNAL USE ONLY

CONFIDENTIAL